



Diamond Valley  
Learning Centre



# COURSE GUIDE 2023

**JANUARY-DECEMBER**

**Check out our wide range of short courses,  
interest groups and certificate courses**

Course delivery now face to face or online!  
\*for selected courses only\*

1 Diamond Creek Rd, Greensborough  
03 9435 9060 | [www.dvlc.org.au](http://www.dvlc.org.au)

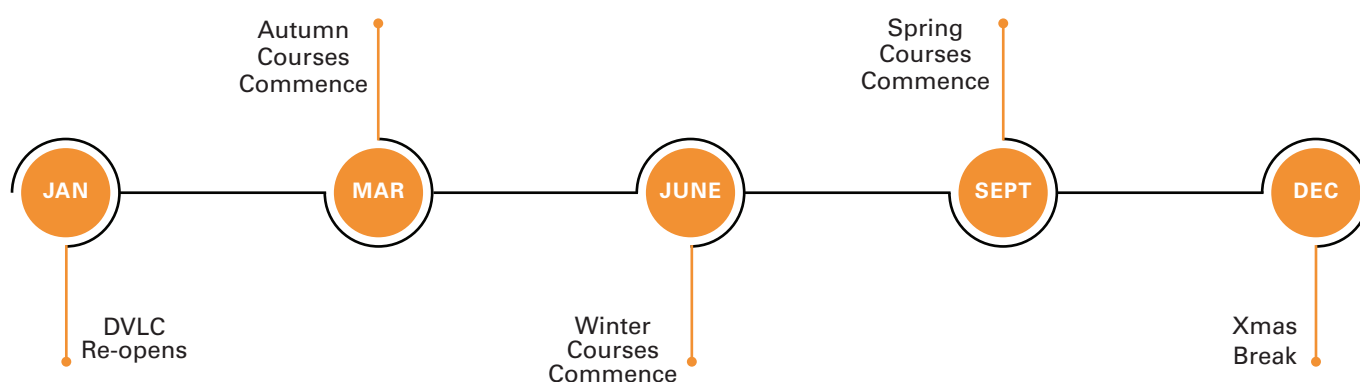
# DVLC Courses

Explore the range of courses offered by us that are designed to help you acquire new skills and knowledge or enhance your existing knowledge.

Our website is user friendly and has detailed information on all courses, dates and times of each course plus our online enrolment form. You can also book in person or over the phone 9am - 4pm Monday to Friday - 9435 9060. If you are a concession holder most of our courses offer concession prices.



## KEY DATES



## Who are we?

DVLC is a vibrant, nurturing community of learning. From our earliest days, DVLC has provided education in creative, caring ways, meeting needs that are not filled by traditional learning venues. We create a friendly environment with small classes, and make study relevant to our students' real-life situations. Our tutors are passionate about seeing students achieve their goals. In this environment, students feel free to explore, develop friendships and forge new directions.

## COMPUTER COURSES

### Digital Essential Level 1

**Cost: Funded \$59.90 Concession \$49.90 Full \$359.90**

Digital Essentials Level 1 is a pre-accredited program that is designed to help learners understand the basics of various areas of technology, including different digital devices, their functionality and the ways people can use these devices to connect with others and access services over the Internet.

### Digital Essential Level 2

**Cost: Funded \$59.90 Concession \$49.90 Full \$359.90**

This is a pre-accredited program designed to build on the Digital Essentials Level 1 program.



## Accounting and Bookkeeping Courses

### Bookkeeping for Small Business

**Cost: Funded \$59.90 Concession \$49.90 Full \$359.90**

Learn or refresh your knowledge of the fundamentals of bookkeeping with our hands-on approach. Completion of this course is recommended before enrolling in MYOB or XERO if you don't already have bookkeeping experience.

### Accounting for Small Business

**Cost: Funded \$59.90 Concession \$49.90 Full \$359.90**

Accounting for small business will provide foundation knowledge of basic accounting for running own business and for finding employment. This course introduces the basic concepts and principles of accounting with special focus given to the use and interpretation of financial accounting information.

### MYOB Basics

**Cost: Funded \$59.90 Concession \$49.90 Full \$359.90**

Learn the fundamentals of MYOB computerized accounts systems with our hands on approach. This course covers all aspects of MYOB, including payroll, using the latest version.

### XERO for Beginners

**Cost: Funded \$59.90 Concession \$49.90 Full \$359.90**

This course is run by our XERO certified tutor covering the full use of the XERO cloud accounting program.

**Courses now being taken face to face or online. You decide!**



**Be Connected**  
Every Australian online.

This program will extend learners' understanding of technology, including the use of different digital devices, their functionality and the ways people can use these devices to connect with others and access services over the Internet.

\*Face to face\*

### Introduction to Microsoft Word and Excel

**Cost: Funded \$59.90 Concession \$49.90 Full \$259.90**

This short program is designed to build skills in Microsoft Word and Excel together. This program will enable learners to develop their skills in Microsoft Word and Excel.

\*Face to face\*

### Introduction to Microsoft Outlook and Email

**Cost: Funded \$59.90 Concession \$49.90 Full \$259.90**

In this course, you will learn how to use Outlook to send, receive, and manage email messages as well as to keep track of your contacts, plan meetings and appointments, create tasks and notes for yourself, and adjust the Outlook interface to your preferences.

\*Face to face\*



# Job Skills

## An introduction to the Finer Points of Photography

**Cost: \$239.90**

Join Australia's leading landscape photographer, Peter Walton, for a four-week journey into the world of photography. In this evening course, you'll learn the finer points of photography, from the basics of how cameras work to creating stunning compositions. Peter will explain everything in plain English, so you can focus on improving your skills.

\*Face to face\*

## Introduction to Community Services

**Cost: Funded \$59.90 Concession \$49.90 Full \$259.90**

This is a taster course for those wishing to work in the community sector but have no knowledge or skills on how to go about it. The course provides information about working in the community services sector, explores the sector's range of services, and introduces some of the acronyms and language used in the sector, preparing one to work in the community sector.

\*Face to face\*

## Introduction To Barista

**Cost: Funded \$59.90 Concession \$49.90 Full \$259.90**

This course will provide you with the basic skills and knowledge required to make delicious espresso coffee. This barista course is ideal for aspiring baristas looking for work and home baristas who would like to learn how to make better coffee at home.

\*Face to face\*

## Social Media Skills

**Cost: Funded \$59.90 Concession \$49.90 Full \$259.90**

This course equips students with the knowledge you need to market businesses effectively on social media. Students will learn how to harness the power of Facebook, Instagram and Twitter to engage customers.

\*Face to face\*

## Introduction to Health Services

**Cost: Funded \$59.90 Concession \$49.90 Full \$259.90**

This is a taster course for those wishing to work in the Health Service sector but have no knowledge or skills on how to go about it. The course provides information about working in the Health Services sector, explores the range of services in the sector, and introduces some of the acronyms and language used, preparing one to work in the Health Service sector. Students will be able to make decisions on future career choices within the sector or further studies. Pathway to CHC20215 Certificate II in Community Services and HLT23215.

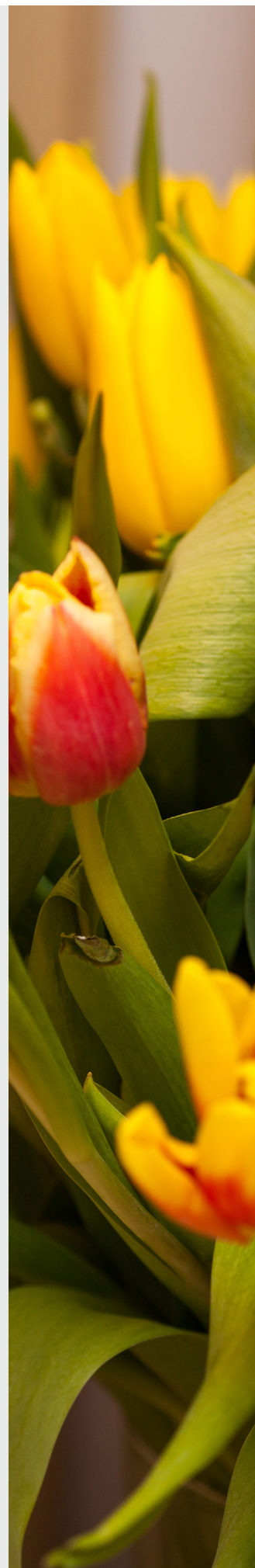
\*Face to face\*

## Writing & Spelling for Work & Study

**Cost: Funded \$59.90 Concession \$49.90 Full \$259.90**

This course is designed for students who want to improve their skills and confidence in English. It is suitable for both EAL and native English speakers, and can provide a pathway to further study, improve employment opportunities and confidence in the workplace. Classes are small, relaxed and friendly. Students receive individual help and can work at their own pace on the writing and spelling skills they need to improve.

\*Face to face or Online\*





# Enrich Your Life

## Sign Language for Beginners

**Cost: Funded \$59.90 Concession \$49.90 Full \$259.90**

In this sign language course you will learn the basics of Auslan such as alphabet, numbers, basic signs, pronouns, families, colour, communication guide, community/relationships, emotions, directions, Auslan grammar, money, food and how to finger spell.

\*Face to face\*

## Sign Language - Advanced

**Cost: Funded \$59.90 Concession \$49.90 Full \$259.90**

The next level after completion of the sign language beginners class. This is a great course to build on the skill you learned in the beginners class. This course is an excellent add on to improve the skills of people working as disability support workers, community service workers, nurses, doctors, welfare workers and police.

\*Face to face\*

## Conversational English

**Cost: Funded \$59.90 Concession \$49.90 Full \$259.90**

A short course for those who struggle with the English language. From migrants to those who just never got the chance to improve their English skills at school. This course is aimed at adults who would like to improve their English conversation skills in a relaxed and friendly environment.

\*Face to face

## Floristry - Beginners

**Cost: Funded \$374.90 Concession \$349.90 Full \$624.90**

Who doesn't love to try their hand at floristry and arrange some flowers for a special occasion? A bit of knowledge helps to create that special touch. Explore the basic skills of floral arrangement and the care of flowers with our inspiring and friendly tutor.

You will complete a different arrangement every week and learn to create beautiful pieces for your home, a special event or to give to friends and family.

Who knows? You may get so inspired you'll want to keep going and earn a Certificate II in Floristry (Assistant), or just have fun with beautiful people and beautiful flower arrangements.

\*Face to face\*

## Floristry Arrangement Set 1 & 2

**Cost: Funded \$374.90 Concession \$349.90 Full \$624.90**

These course will build on the skills you learned in Floristry Beginners and take your knowledge and expertise to the next level. This course will cover advanced design techniques and styles, focusing on contemporary and modern arrangements. You will learn how to incorporate new materials into your arrangements, such as wire, foam, and other elements. By the end of this course, you will have the skills and knowledge to create stunning, unique floral arrangements.

You will complete a different arrangement every week and learn to create beautiful pieces for your home, a special event or to give to friends and family.

\*Face to face\*

## Career Pathways and Nationally Accredited Qualifications

### CHC22015 Certificate II In Community Services

This qualification may be used as a pathway for workforce entry as a Community Service workers who provide the first point of contact and who assist individuals in meeting their immediate needs. The course covers communication, skills required for people who work in health or community services, working with diverse people, workplace health and safety and more.

This is a nationally recognised qualification to become an introductory worker in the Community Service sector. At this level, work takes place under direct, regular supervision within clearly defined guidelines.

**\*Government funding available.**  
**Call us to check your eligibility.**



### CHC32015 Certificate III In Community Services

Are you interested in a career that provides customised services to individuals in your local community or interested in learning about supporting the implementation of specific community-based programs? Then Certificate III in Community Service is the right course for you.

**Career Pathways:** Community Health Support Worker | Youth Support Worker | Case Support Worker | Residential Support Worker | Volunteer Co-Ordinator | Migrant Support Worker | Neighborhood Centre Worker | Reception/front desk staff.

**\*Government funding available.**  
**Call us to check your eligibility.**



### FNS40217 Certificate IV In Accounting & Bookkeeping

The Certificate IV in Accounting and Bookkeeping provides students with a thorough understanding of bookkeeping principles and practices. Students are equipped to continue their studies to a higher qualification or to gain employment as a contract bookkeeper or employee performing bookkeeping tasks. The aim of this course is to provide students with the skills and knowledge to be gainfully employed as a bookkeeper. Nationally recognised, this program meets all the requirements set out by the Tax Practitioners Board (TPB) for registering as a Business Activity Statements (BAS) Agent. Visit [www.tpb.gov.au](http://www.tpb.gov.au) for further information.

**\*Government funding available. Call us to check your eligibility.**

### BSB20120 - Certificate II in Workplace Skills

This qualification reflects the role of individuals in a variety of entry-level Business Services job roles. This qualification also reflects the role of individuals who have not yet entered the workforce, and are developing the necessary skills in preparation for work. These individuals carry out a range of basic procedural, clerical, administrative or operational tasks that require self-management and technology skills. They perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision.

**\*Government funding available.**  
**Call us to check your eligibility.**



### ICT20120 Certificate II in Applied Digital Technologies

This qualification provides the foundation skills and knowledge to use basic applied digital technologies in varied contexts. The course is designed for those developing the necessary digital and technology skills in preparation for work. Learn fundamental digital skills such as using computer operating systems, identifying online security threats, and creating spreadsheets and word documents.



### ICT30120 Certificate III in Information Technology

This Course provides foundational skills for a variety of ICT roles. Develop general technical skills in providing IT support services for clients and systems, cyber awareness, networking, programming and web development.

This course will help you build essential industry skills that are transferable across different sectors – including critical thinking, problem solving, presenting and customer service. You will learn how to support a range of technologies, processes, policies and clients.



**Enrol Now in one of our  
Nationally accredited courses**

There is a pre-training interview where you can learn more about the accredited course and how the course will contribute to goals for employment and further study.

**Equal Opportunity:** DVLC supports and encourages the application of people with disability and students of Aboriginal and Torres Strait Islander heritage.

**Courses are delivered with Victorian and Commonwealth Government funding. DVLC offers government subsidised courses for eligible students.**

For more information visit our website: [www.dvlc.org.au](http://www.dvlc.org.au) or phone: 03 9435 9060



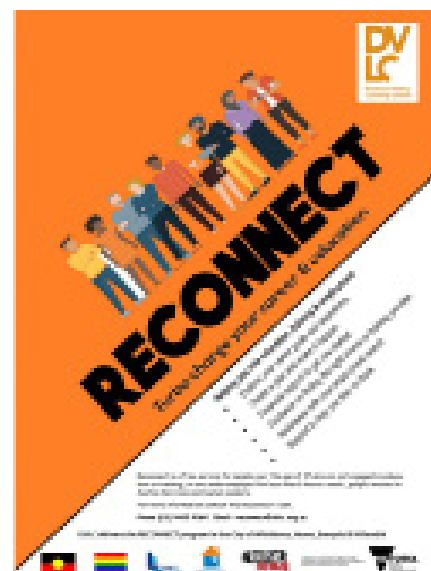
## Reconnect

DVLC's Reconnect program is a free service for people aged between 17 and 64 who are not engaged in education or training or are underemployed for less than 8 hours a week. People involved in Justice Services and Asylum seekers are also eligible.

The Reconnect program is designed to empower you to achieve your career and education goals, with one on one support and guidance.

**Reconnect is funded by the Victorian Department of Education and Training.**

**For more information, please contact our Reconnect team.**

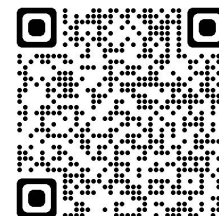


## Withdrawal Policy

Student withdrawal from pre-accredited courses: DVLC commences pre-accredited courses based on the number of students who enrol. Students are advised to consider their personal circumstances carefully when committing to enrolment.

If a pre-accredited course student withdraws before commencement, the student will be offered a full refund of tuition and amenities fees less the enrolment fee. If a student withdraws after commencement, a pro-rata refund of fees, less the enrolment and amenities fee, will be provided on provision of a medical certificate. If there are extenuating circumstances, the student may apply to the coordinator for a refund, which will be decided on a case-by-case basis.

Scan QR code  
to visit website.



### WHY CHOOSE DVLC?

**SMALL CLASSES:** More hands-on learning opportunities; a richer learning experience.

**STUDY LOCALLY:** In Greensborough

**EQUAL OPPORTUNITY:** DVLC supports and encourages the application of people with disability and students of Aboriginal and Torres Strait Islander heritage.

### Language Classes Available:

- \* Spanish Beginner
- \* Spanish Conversational
- \* Italian Beginners
- \* Italian Intermediate



#### **At DVLC:**

**Improve your job prospects, Change your career,  
Learn a new skill, Have fun, Meet new people.**

**Whatever you are looking for, DVLC's flexible  
and affordable courses will get you there.**

#### **Why come to DVLC?**

**We provide a safe, friendly and relaxed  
environment where you can learn new skills and  
meet new people. Our pre-accredited courses  
can help you gain new skills you need to gain  
employment or change careers. While our lifestyle  
courses can add fun and sparkle!**

**Nurture Possibility.  
Stir Change**

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